WSDOT Airport Aid Grant Procedures Manual Addendum – March 2014

The successful implementation of the Statewide Capital Improvement Program (SCIP) results in a need to clarify the method that WSDOT Aviation will use to prioritize grant applications and award airport aid funding. This addendum is designed to add clarity to the existing WSDOT Airport Aid Grant Procedures Manual, May 2013. This addendum serves to clarify that SCIP project scoring and Airport Aid allocation objectives supersede matching objectives.

WSDOT introduced its new SCIP during a series of statewide workshops in October 2012. The SCIP will tackle the challenge of targeting state and federal resources in a more strategic way by better identifying and prioritizing aviation related projects. This process will help WSDOT Aviation and local governments communicate to decision-makers the need for continued and increased investments into Washington's airport system. The program is intended to be a continuous, multi-year program that will assess short-term (0-5 year) and long-term (5-20 year) airport improvement needs for the Washington state airport system. The SCIP will help agencies including WSDOT Aviation, the Federal Aviation Administration (FAA) and local governments better anticipate future airport development capital needs and make strategic investments to maximize financial resources.

One of the goals of the SCIP program is "To identify statewide, NPIAS and Non-NPIAS public-use airport projects in order to establish a program for future-year WSDOT Airport Aid grants." In January 2013 airports provided WSDOT Aviation with their Capital Improvement Plans (CIPs) that programmed airport projects for calendar years 2014-2018.

As stated in the grant procedures manual, "To achieve State system goals and provide funding for projects of local, regional, or State significance, including projects that may not otherwise be funded or eligible under the FAA, WSDOT Aviation may fund an eligible project's costs up to a maximum of 95% with a minimum 5% match from the airport sponsor. For projects receiving federal funds, the Airport Aid Program supports airports in matching their Airport Improvement Program (AIP) grants. Currently AIP grants require 10% of the project total to come from the airport sponsor. WSDOT supports grants to airports for up to one-half of their match requirement."

The SCIP prioritizes airport-submitted CIP projects using an objective set of FAA and state scoring criteria. **Beginning in calendar year 2014, WSDOT will use this prioritized list to award airport aid grants requested by airports.**

Following is a simplified overview of the grant process:

1. Airports submit their grant requests based on projects entered in the SCIP.
2. Grant requests are screened using the following criteria:
    a. The project was submitted in the airport's CIP.
    b. The project was submitted for the same year the grant is being requested.
    c. The project is eligible and justified.
    d. The project scope and cost are consistent with what was submitted in the airport's CIP.

e. The airport has complied with all eligibility requirements (i.e. the airport completed its annual review/update of its Airport Information System data by December 31 of the preceding year, etc.).

f. The application is complete and includes the grant application and supporting documentation (see [Airport Aid Application Checklist](#)).

g. The project is ready to proceed.

h. FAA funding has been verified for projects requesting matching funds.

3. Grant applications will be prioritized based on their SCIP score.

4. The grants program manager will analyze the preliminary grant list to ensure airport and project allocation targets are met as identified in Chapter 5 of the WSDOT Airport Aid Grant Procedures Manual.

5. The grants program manager will also seek opportunities to maximize leverage of state and local funds to support FAA funding for airport projects.

6. The grants program manager will implement programmatic upgrades and/or downgrades of projects to ensure airport and project allocation, and fund leveraging targets result in a balanced grant award program.

7. The aviation director will review the recommended project funding list.

8. WSDOT will notify each airport of their final ranking on the funding list.

9. Airports receiving funding will receive written grant offers and agreements.